



**The New Mexico  
STATE PURCHASING AGENT**

On behalf of the  
the  
**STATE OF NEW MEXICO**

and the

**WESTERN STATES CONTRACTING ALLIANCE**

REQUEST FOR PROPOSALS

**MANUFACTURER SUPPLIED COMPUTER EQUIPMENT  
with  
PERIPHERALS, SOFTWARE, EQUIPMENT MAINTENANCE  
and  
SUPPORT SERVICES**

RFP: 90-00151

**REVISION ONE**

*(REVISIONS INDICATED IN ITALIC)*

**AMENDED: JUNE 16, 1999**

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## **I. INTRODUCTION**

### **A. PURPOSE OF THIS REQUEST FOR PROPOSALS**

The New Mexico State Purchasing Agency (NMSPA) is requesting proposals from computer equipment manufacturers on behalf of the State of New Mexico and the Western States Contracting Alliance (WSCA). The purpose of this Request for Proposals (RFP) is to establish price agreements on a competitive basis with qualified computer equipment manufacturers who shall directly supply computer equipment, including software and peripherals, and maintenance and support services to qualified purchasers. Peripheral and component manufacturers are excluded from this procurement as well as all resellers of computer equipment.

The thrust of the price agreements is to obtain greater volume price discounts by combining the volume of purchases from governmental entities within multiple states with administrative savings that will result from the maintenance of a single, comprehensive price agreement for each selected contractor.

This procurement will result in a multiple source award.

### **B. SUMMARY SCOPE OF WORK**

The selected contractors shall accept purchase orders from and deliver computing equipment, including general-purpose software and peripherals, to authorized procuring agencies. Contractors are required to provide maintenance services on equipment that is purchased. Optionally, contractors may provide installation, training and support services directly related to the efficient use or operation purchased equipment.

### **C. SCOPE OF PROCUREMENT**

The price agreements shall become effective on or about September 15, 1999 for a term of three (3) calendar years. The NMSPA reserves the option of extending the agreements on an annual basis for two (2) additional one-year terms or portions thereof.

The scope of procurement includes a wide range of manufacturer supplied computing equipment, including peripherals, general-purpose software, maintenance and support services. Contractors shall not provide any form of application development services or general consulting professional services under the terms and conditions of the price agreement. Educational offerings including special purpose educational software and hardware configurations are included. All other forms of application specific software

programs or suites of programs are excluded.

D. PROCUREMENT MANAGER

The NMSPA has designated a Procurement Manager who is responsible for the conduct of this procurement whose name, address and telephone number are listed below.

Terry S. Davenport  
Purchasing Division  
P. O. Drawer 26110  
Santa Fe, New Mexico 87502-0110  
Phone: (505) 827-0493  
Fax: (505) 827-2484  
**tdavenport@state.nm.us**

**All deliveries via express carrier should be addressed as follows:**

Terry S. Davenport  
Purchasing Division  
Joseph M Montoya Building, Room 2016  
1100 St. Francis Drive  
Santa Fe, New Mexico 87505

**Any inquiries or requests regarding this procurement should be submitted to the Procurement Manager in writing. Offerors may contact ONLY the Procurement Manager regarding the procurement. Other state employees do not have the authority to respond on behalf of the NMSPA.**

E. DEFINITION OF TERMINOLOGY

This section contains definitions that are used throughout this procurement document, including appropriate abbreviations.

“Contract” means an agreement for the procurement of items of tangible personal property or services.

“Contractor” shall mean successful offeror who enters into a binding price agreement.

“Determination” means the written documentation of a decision of a procurement manager including findings of fact to support a decision. A determination becomes part of the procurement file to which it pertains.

“Desirable” The terms “may”, “can”, “should”, “preferably”, or “prefers” identifies a desirable or discretionary item or factor.

“Equipment” refers to desktop and laptop computers, servers, workstations, printers, displays, peripherals, LAN hardware and computer related hardware components and spare parts.

“Evaluation Committee” means a body appointed by the Procurement Manager to perform the evaluation of offeror proposals.

“Evaluation Committee Report” means a report prepared by the Procurement Manager and the Evaluation Committee for submission to the State Purchasing Agent for contract award that contains all written determinations resulting from the conduct of a procurement requiring the evaluation of competitive sealed proposals.

“Finalist” is defined as an offeror who meets all the mandatory specifications of the Request for Proposal and whose score on evaluation factors is sufficiently high to qualify that offeror for further consideration by the Evaluation Committee.

“General purpose” includes the following classes of software: operating systems, report generators, spreadsheets, text and test processing, workgroup management, database, project management, messaging and electronic mail, graphics construction and presentation, publishing, data communications, statistical and/or analysis, imaging, compilers and interrupters, utilities, programmer productivity tools. Educational software designed for K-12 and university usage is included.

“Local-Area-Network” (“LAN”) refers to a high-speed communications system optimized for connecting information-processing equipment within a building or group of buildings. The communications devices that are required to transmit data between buildings via a public or private network are included.

“Mandatory” The terms “must”, “shall”, “will”, “is required”, or “are required”, identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the offeror’s proposal.

“Manufacturer” means the company that designs, assembles and markets computer equipment including servers, workstations, desktop and/or laptop personal computers. ***The name of the of the company must appear on the product and the company must provide the warranty service for its products.***

“New Mexico State Purchasing Agent” or “NMSPA” means the purchasing agent

for the State of New Mexico or a designated representative.

“Offeror” is a computer equipment manufacturer who chooses to submit a proposal.

“Procurement Manager” means the person or designee authorized by the NMSPA to manage or administer a procurement requiring the evaluation of competitive sealed proposals.

“Procuring Agency” means any New Mexico or participating entity state agency or local public body. State agency means department, commission, council, board, committee, institution, legislative body, agency, government corporation, or educational institution. Local public body means a political subdivision of the state and the agencies, instrumentalities and institutions thereof including all cities, counties, courts and public schools.

“Request for Proposals” or “RFP” means all documents, including those attached or incorporated by reference, used for soliciting proposals.

“Responsible Offeror” means an offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the proposal.

“Responsive Offer” or “Responsive Proposal” means an offer or proposal that conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements.

“Universal Resource Locator” or “URL” means a standardized addressing scheme for accessing hypertext documents and other services using the WWW browser.

“WSCA” means the Western States Contracting Alliance, a cooperative group contracting consortium for state government departments, institutions, agencies and political subdivisions (i.e., colleges, school districts, counties, cities, etc.,) for the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Minnesota, Montana, Nevada, New Mexico, Oregon, South Dakota, Utah, Washington, and Wyoming.

F. BACKGROUND INFORMATION



WSCA was formed in October 1993. The purposes of WSCA are to establish the means by which participating states may join together in cooperative multi-state contracting, to ensure the commitment of each participating state and to provide regular and ongoing assistance to participating states in researching, developing , and administering procurement and contractual specifications and requirements. WSCA maintains a cooperative relationship with the National Association of State Purchasing Officials (NASPO) The mission of WSCA is to implement multi-state contracts to achieve cost-effective and efficient acquisition of quality products and services.

Membership consists of the principal procurement official that heads the state central procurement organization, or designee for that state, from the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Minnesota, Montana, Nevada, New Mexico, Oregon, South Dakota, Utah, Washington, and Wyoming. While it is very unlikely that the majority of the WSCA State governments will initially become participating entities under the price agreement, it is very likely that numerous governmental entities within the WSCA states will participate. It is anticipated that the WSCA state governments will become participating entities when their current direct price agreement(s) for computer equipment expire. Nevertheless, the success of a price agreement will largely depend upon the contractor's ability to promote and market the agreement along with the product pricing.

G. PROCUREMENT LIBRARY

The Procurement Manager has established a Procurement Library. At this time the library contains three documents as follows:

1. State Government News article, "Attention Email Shoppers", May 1999. (Pre-proposal conference handout)
2. Western States Contracting Alliance Bylaws. (Pre-proposal conference handout)
3. Procurement Regulations, 1NMAC5.2, that may be accessed directly from the Purchasing Division web site at the following address:

[www.state.nm.us/spd](http://www.state.nm.us/spd)

## II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule for the procurement, the description of the major procurement events and the conditions governing the procurement.

### A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere the following schedule:

<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1. Issue of RFP	SPA State Purchasing	5/26/99
2. Pre-Proposal Conference	SPA Potential Offeror(s)	6/4/99
3. Distribution List Response	Potential Offeror(s)	6/4/99
4. Deadline to Submit Questions	Potential Offeror(s)	6/14/99
5. Response to Written Questions/RFP Amendments	SPA	6/16/99
6. Submission of Proposals	Offeror(s)	7/15/99
7. Proposal Evaluation	Evaluation Committee	7/16/99 Thru
8. Selection of Finalists	Evaluation Committee	8/13/99
9. Best and Final Offers from Finalists	Offeror(s)	8/23/99
10. Oral Presentation and Demonstration by Finalists	Offeror(s)	8/24/99 Thru 8/27/99
11. Award Agreements	NMSPA	9/03/99
12. Finalize Agreements Selected Offerors	NMSPA, Selected Offerors	9/15/99
13. Protest Deadline	Offeror	9/20/99

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events shown in Section II, Paragraph A.

1. Issue of RFP

This RFP is being issued by the State Purchasing Division of the General Services Department, State of New Mexico.

2. Pre-Proposal Conference

A pre-proposal conference will be held on June 4, 1999 beginning at 9:00AM Mountain Daylight Time (MDT) at the Bid Opening Room, First Floor, Joseph M. Montoya State Building, 1100 St. Francis Drive, Santa Fe, New Mexico. Potential offerors are strongly encouraged to submit written questions in advance of the conference to the Procurement Manager (see Section I, Paragraph D). The identity of the organization submitting the question(s) will not be revealed. Additional written questions may be submitted at the conference. All written questions will be addressed orally at the conference. A public log will be kept of the names of potential offerors that attend the pre-proposal conference.

Attendance at the conference is highly recommended but not a prerequisite for submission of a proposal. Potential offerors are advised that general questions answered orally at the pre-proposal conference will not be reduced to writing and will not be distributed.

Potential offerors are advised that the pre-proposal conference room space is limited. Therefore, **only two representatives per potential offeror will be seated**. Additional representatives will be seated if space is available.

3. Distribution List Response Due

Potential offerors should hand deliver or return by facsimile or by registered or certified mail the "Acknowledgement of Receipt of Request For Proposals Form" that accompanies this document (See Appendix A) to have their organization placed on the procurement distribution list. **The form should be signed by an authorized representative of the organization, dated and returned by close of business on June 4, 1999.**

The procurement distribution list will be used for the distribution of written responses to questions and any RFP amendments.

Failure to return this form shall constitute a presumption of receipt and rejection of the RFP, and the potential offeror's organization name shall not appear on the distribution list.

4. Deadline to Submit Additional Written Questions

Potential offerors may submit additional written questions as to the intent or clarity of this RFP until close of business on June 14, 1999. All written questions must be submitted to the Procurement Manager (See Section I, Paragraph D) by e-mail, preferably with the questions contained in an attached Microsoft Word document format. The Procurement Manager will not respond to questions submitted in any other manner or format.

5. Response to Written Questions/RFP Amendments

Written responses to written questions and any RFP amendments will be distributed via e-mail on June 16, 1999 to all potential offerors whose organization name appears on the procurement distribution list. An Acknowledgement of Receipt Form will accompany the distribution package. The form should be signed by the offeror's representative, dated, and hand-delivered or returned by facsimile or by registered or certified mail by the date indicated thereon. Failure to return this form shall constitute a presumption of receipt and withdrawal from the procurement process. Therefore, the offeror's organization name shall be deleted from the procurement distribution list.

Additional written requests for clarification of distributed answers and/or amendments must be received by the Procurement Manager no later than seven (7) days after the answers and/or amendments were issued.

6. Submission of Proposal

**THE ORIGINAL AND THREE (3) COPIES OF OFFEROR PROPOSALS MUST BE RECEIVED FOR EVALUATION BY THE PROCUREMENT MANAGER OR THE DEPUTY PROCUREMENT MANAGER, MR. MICHAEL VINYARD, NO LATER THAN 2:00 PM MOUNTAIN DAYLIGHT TIME ON JULY 15, 1999.** Proposals received after this deadline will not be accepted. The date and time will be recorded on each proposal.

Proposals must delivered to the Procurement Manager or his deputy at the following address.

Mr. Terry Davenport  
Purchasing Division  
Joseph M. Montoya Building  
Room 2016  
1100 St. Francis Drive  
Santa Fe, NM 87505

Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Manufacturer Supplied Computer Equipment with Peripherals, Software, Equipment Maintenance and Support Services, Request for Proposals #90-00151.

Proposals submitted by facsimile will not be accepted.

### **PLEASE NOTE**

**TWO ADDITIONAL, IDENTICAL COPIES OF EACH SEALED OFFEROR PROPOSAL MUST BE DELIVERED FOR EVALUATION TO EACH INDIVIDUAL BELOW BY CLOSE OF BUSINESS ON JULY 16, 1999.**

Mr. Bill Lawless  
State of Nevada  
Purchasing Division  
209 E. Musser Street, Room 304  
Carson City, Nevada 89701

Mr. Rick Ashby  
Utah Division of Purchasing  
3150 State Office Building  
Salt Lake City, Utah 84114-1061

Ms. Jane Lopez  
Purchasing Manager  
General Support Services  
205 E. 16<sup>th</sup> Avenue, Suite 900  
Denver, Colorado 80203

A public log will be kept of the names of all offerors who submitted proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing offerors prior to award.

7. Proposal Evaluation

An Evaluation Committee appointed by the Procurement Manager will perform the evaluation of proposals. This process will take place between July 16, 1999 and August 13, 1999. During this time, the Procurement Manager may, at his option, initiate discussions with offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the offerors.

8. Selection of Finalists

The Evaluation Committee will select and the Procurement Manager will notify the finalist offerors on August 13, 1999. Only finalists will be invited to participate in the subsequent steps of the procurement. The schedule for the oral presentations will be determined at this time.

9. Best and Final Offers From Finalists

Finalist offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers by August 23, 1999. Best and final offers may be clarified and amended at the finalist offeror's oral presentation.

10. Oral Presentation and Demonstration by Finalists

Finalist offerors may be required to present their proposals and demonstrate their Internet web site to the Evaluation Committee. The Procurement Manager will schedule the time for each offeror presentation and demonstration. All offeror presentations and demonstrations will be held in the Joseph Montoya Building, 1100 St. Francis Drive, Santa Fe, New Mexico. Each presentation and demonstration will be limited to two (2) hours in duration.

11. Award Price Agreements

After review of the Evaluation Committee Report, the NMSPA will award price agreements to the most advantageous offerors on September 3, 1999. This date is subject to change at the discretion of the NMSPA.

The offeror proposals that are deemed most advantageous, taking into consideration the evaluation factors set forth in the RFP will be selected for award. No minimum or maximum number of awards has been predetermined.

12. Finalize Price Agreements

The price agreements will be finalized with the awarded contractors within thirty (30) days of the award during which time the price agreements will be executed. In the event that mutually agreeable terms cannot be reached within the time specified, the NMSPA reserves the right to cancel the award with the selected contractor.

13. Protest Deadline

Any protest by an offeror must be timely and in conformance with Section 13-1-172 NMSA 1978 and applicable procurement regulations. The fifteen (15) day protest period for responsive offerors shall begin on the day following the price agreement awards and will end as of close of business on September 20, 1999. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of grounds for the protest including appropriate supporting exhibits, and it must specify the ruling requested from the State Purchasing Agent. The protest must be delivered to the NMSPA as follows:

**New Mexico State Purchasing Agent  
Joseph M. Montoya State Building, Room 2016  
1100 St. Francis Drive  
Santa Fe, New Mexico 87505  
Mailing Address:  
P. O. Drawer 26110  
Santa Fe, New Mexico 87502-0110**

**Protests received after the deadline will not be accepted.**

C. GENERAL REQUIREMENTS

This procurement will be conducted in accordance with the NMSPA's procurement regulations, INMAC5.2.

1. Acceptance of Conditions Governing the Procurement

Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

2. Incurring Cost

Any cost incurred by the offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the offeror.

3. Contractor Responsibility

The selected contractor(s) shall be solely responsible for fulfillment of the responsibilities under the terms and conditions of the price agreement. The procuring agencies will issue purchase orders and make payments to only the named contractor (s).

4. Serving Subcontractors

The Procurement Manager recognizes the fact that the potential offerors have different business models for the delivery of support services. Whereas one potential offeror may provide support services through a wholly owned subsidiary another may provide support services through a local business partner, certified education partner or qualified organization herein referred to as a servicing subcontractor. Therefore, offerors may propose the use of servicing subcontractors for the performance of local marketing, maintenance or technical support services in accordance with the terms and conditions of the price agreement. Servicing subcontractors may not directly accept purchase orders or payments for products or services from procuring agencies under the terms and conditions of the price agreement.

5. Amended Proposals

An offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The Evaluation Committee will not merge, collate, or assemble proposal materials.

6. Offerors' Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The offeror must submit a written withdrawal request signed by the offeror's duly authorized representative addressed to the Procurement Manager.

The approval or denial of withdrawal requests received after the deadline for



receipt of the proposals is governed by the applicable procurement regulations.

7. Proposal Offer Firm

Responses to this RFP, including proposal prices, will be considered firm for ninety (90) days after the due date for receipt of proposals or sixty (60) days after receipt of a best and final offer if one is submitted.

8. Disclosure of Proposal Contents

The proposals will be kept confidential until the price agreements are awarded by the NMSPA. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for the material that is proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an offeror has made a written request for confidentiality, the NMSPA shall examine the offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

9. No Obligation

This procurement in no manner obligates the State of New Mexico, WSCA or any of its agencies to the lease or purchase of any products or services offered until a price agreement is signed by the NMSPA and contractor receives a valid purchase order from an authorized procuring agency.

10. Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the NMSPA determines such action to be in the best interest of the State of New Mexico and/or WSCA.

11. Administration Fees

The contractor shall report price agreement utilization and pay the WSCA administration fee in accordance with the terms and conditions of the price agreement. The WSCA directors approved the level of the WSCA administration fee. The WSCA administration fee is not negotiable. Some WSCA States may require that an additional fee be paid directly to the WSCA State on purchases made by procuring entities within that State. For all such requests, the fee level, payment method and schedule for such reports and payments shall be incorporated in a Participating Addendum that is made a part of the price agreement. The contractor may adjust ESS pricing accordingly for purchases made by procuring agencies within the jurisdiction of the State. All such agreements shall have no effect whatsoever on the WSCA fee or the prices paid by the procuring agencies outside the jurisdiction of the WSCA State requesting the additional fee.

12. Legal Review

The NMSPA requires that all offerors agree to be bound by the General Requirements contained in this RFP. Any offeror concerns must be promptly brought to the attention of the Procurement Manager.

13. Governing Law

The laws of the State of New Mexico shall govern this procurement. The laws of the State of New Mexico shall govern all price agreements that result from this procurement unless the contractor and participating entity agree in a Participating Addendum that the laws of another jurisdiction shall govern purchases made by procuring agencies within the jurisdiction of the participating entity.

14. Basis for Proposal

Only information supplied by the NMSPA in writing through the Procurement Manager or in this RFP should be used as the basis for the preparation of offeror proposals.

15. Agreement Terms and Conditions

The agreement between the NMSPA and the contractor will follow the format

specified by the NMSPA and contain the terms and conditions set forth in Appendix B, "Price Agreement". However, the NMSPA reserves the right to negotiate with a successful offeror provisions in addition to those contained in this RFP. This RFP, as revised and/or supplemented, and the successful offeror's proposal will be incorporated into and become part of the agreement.

Offerors are encouraged to submit specific alternate language to NMSPA's terms and conditions, as contained in this Section or in Appendix B, that offeror believes would enhance the efficient administration of the agreement or result in lower product prices or both. The NMSPA may or may not accept the alternative language. General references to the offeror's terms and conditions or attempts at complete substitutions are not acceptable to the NMSPA and will result in disqualification of the offeror's proposal.

16. Agreement Deviations

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the NMSPA and the selected offeror(s) and shall not be deemed an opportunity to amend the offeror's proposal.

17. Offeror Qualifications

The Evaluation Committee may make such investigations as necessary to determine the ability of the offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any offeror who is not a responsible offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA 1978.

18. Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the mandatory requirements and the failure to do so does not materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

19. Change in Contractor Representatives

The NMSPA reserves the right to require a change in contractor representatives if the assigned representatives are not, in the opinion of the NMSPA, meeting its needs adequately.

20. Notice

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

21. NMSPA Rights

The NMSPA reserves the right to accept all or a portion of an offeror's proposal including the right to purchase software or services from other approved price agreements.

22. Right to Publish

Throughout the duration of this procurement process and price agreement term, potential offerors, offerors and contractors must secure from the agreement administrator prior approval to the release of any information that pertains to the potential work or activities covered by this procurement or the price agreements. Failure to adhere to this requirement may result in disqualification of the offeror's proposal or termination of price agreement for cause.

23. Ownership of Proposals

All documents submitted in response to the RFP shall be available to be picked up by the offerors after the expiration of the protest period with the following exception. One complete copy of the each selected offeror's proposal including the Best and Final Offer, if one was submitted, shall be placed into the procurement file. Those documents will become the property of the NMSPA and the State of New Mexico.

Offerors may pick up their proposals from the respective representatives for the states of Nevada, Utah and Colorado in accordance with instructions provided by the respective representatives except that representative states may choose to retain one (1) copy for their respective procurement files.

24. Equipment and Services Schedules

The contractor may offer only those products and services that are included on the contractor's Equipment and Services Schedule (ESS). Contractors shall keep the schedule current and correct on an Internet web site maintained by the contractor in accordance with the terms and conditions of the price agreement.

25. **Additional Offeror Qualifications**

*The Evaluation Committee reserves the right to require timely submission of additional and/or supporting materials concerning offeror qualifications including financial, manufacturing, personnel and marketing resources.*

26. **Product Qualifications**

*The Evaluation Committee reserves the right to require timely submission of additional and/or supporting materials concerning type and quality of the products offered including product specifications, benchmark results or other meaningful measurement the Committee believes would be helpful in assessing product quality.*

### **III. RESPONSE FORMAT AND ORGANIZATION**

#### **A. NUMBER OF RESPONSES**

Offerors shall submit only one proposal.

#### **B. NUMBER OF COPIES**

Offerors shall deliver one original and three (3) identical copies of their proposal to the Procurement Manager or Deputy Procurement Manager to the location specified Section II, Paragraph B6 on or before the closing date and time for receipt of proposals. Two (2) additional copies shall be delivered to each state representative as specified in Section II, Paragraph B6.

#### **C. PROPOSAL FORMAT**

All proposals must be typewritten on standard 8 ½ x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section.

##### **1. Proposal Organization**

The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated.

- a) Letter of Transmittal (binder 1)
- b) Table of Contents (binder 1)
- c) Proposal Summary (optional) (binder 1)
- d) Response to Specifications 1 through 7, and 9 (binder 1)
- e) Response to Specification 8, Price Level and Guarantee (binder 2)
- f) Response to Specification 12, Completed Cost Response Form(s)(binder 2)
- g) Response to NMSPA Terms and Conditions (binder 2)
- h) Offeror's Additional Terms and Conditions (binder 2)
- i) Response to Specification 11, Revised Price Agreement on Diskette (binder 2)
- j) Response to Specification 10, Equipment and Services Schedule Diskette(s) or URL address (Binder 3)
- k) Sample Reports and Other Supporting Material (binder 3)

Within each section of their proposal, offerors should address the items in the order in which they appear in this RFP. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal. All discussion of

proposed costs, rates or expenses must occur only in the section with the cost response form.

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis. The proposal summary may be included by offerors to provide the Evaluation Committee with an overview of the technical and business features of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the offeror's proposal.

Offerors may attach other material that they feel may improve the quality of their responses. However, these materials should be included and indexed in binder 3.

2. Letter of Transmittal

Each proposal must be accompanied by a letter of transmittal. The letter of transmittal MUST:

- a) Identify the submitting organization;
- b) Identify the name and title of the person authorized by the organization to contractually obligate the organization;
- c) Identify the name, title and telephone number of the person authorized to negotiate the contract on behalf of the organization;
- d) Identify the names, titles and telephone numbers of persons to be contacted for clarification;
- e) Explicitly indicate acceptance of the Conditions Governing the Procurement stated in Section II, Paragraph C.1;
- f) Be signed by the person authorized to contractually obligate the organization;
- g) Acknowledge receipt of any and all amendments to this RFP.

## IV. SPECIFICATIONS

This section contains specifications and relevant information offerors should use for the preparation of their proposals.

Offerors should respond as described to each specification. The responses along with the required supporting material will be evaluated and awarded points accordingly.

### A. INFORMATION

#### 1. NMSPA Support

The NMSPA will assign an agreement administrator to administer the price agreement in accordance with terms and conditions of the Price Agreement, Appendix B.

#### 2. Facilities

The NMSPA will host and maintain an Internet web site providing administrative information concerning WSCA and the price agreement(s).

### B. SPECIFICATIONS

#### 1. Product and Services Delivery Overview

Offerors must describe their ability to provide computer equipment including related products and support services to the WSCA states and the various governmental entities therein. The response to this requirement should, at a minimum, include a map of the WSCA states with an indication of the locations where products may be delivered plus the number and type of support personnel or other resources that may be employed to service procuring agency purchase orders. The narrative in response to this specification should include, at a minimum, a general overview of the proposed services and an overview of how the services are to be provided in the locations indicated.

Offerors should thoroughly describe their procedures for resolving customer problems and complaints including timelines and escalation measures.

Offerors should submit customer satisfaction statistics or survey results concerning the quality of the products and/or services offered.



Offerors should thoroughly describe their ability to provide value added technical services including installation, training or directly related optional services and the geographic area where the services may be provided. Offerors should provide a map of the WSCA states with an indication of the locations where each type of value-added services may be provided.

2. Reporting

Offerors must agree to provide quarterly utilization reports to the agreement administrator based upon the schedule and minimum content as described in Paragraph 46 of the Price Agreement, Appendix B. Offerors must describe their ability and commitment to meet this requirement and include a sample quarterly report with the proposal.

Offerors are encouraged to describe and include additional sample reports. Offerors are encouraged to describe other reporting capabilities such as electronic delivery of reports or direct access to Internet or other databases that may be used to administer the agreements or support marketing activities.

3. Electronic Commerce

Offerors must describe their ability to provide and maintain, at a minimum, an Internet web site that contains the complete ESS as well as product specifications and options. Offerors are encouraged to describe an existing capability or commitment to implement a web site that would provide procuring agencies guidance and assistance with product selection, purchase order tracking, reporting or other relevant capability. The ability or commitment to accept and process purchase order electronically should be thoroughly described. Internet URL's may be provided which reference sites that demonstrate the desired functionality.

4. Breadth of Offering

Offerors must, at a minimum, offer a desktop computer equipment configuration consisting of a central processing unit with direct access storage, a monitor and operating system software.

Offerors must provide a summarized list of the models or variations available in each of the following primary processing unit categories:

Workstations

Servers

Desktop

Laptop

Other

The narrative that is submitted in support of the list should provide the Evaluation Committee with a clear indication of the breadth of the product line flexibility and performance.

Offerors must provide a summarized list of the models or variations proposed in each of the following peripheral categories:

Printers  
Monitors  
Storage  
Other

The narrative that is submitted in support of the list should provide the Evaluation Committee with a clear indication of the breadth of the product line flexibility and performance.

Offerors must provide, at a minimum, a licensed operating system with each type of processor. Offerors must provide a summarized list of the operating systems that are proposed for each of the following categories of processors:

Workstations  
Servers  
Desktop  
Laptop  
Other

The narrative that is submitted in support of the list should provide the Evaluation Committee with a clear indication of the number and type of operating systems that are proposed.

Offerors may propose and provide a wide range of the general-purpose software products. Offerors may provide a summarized list of the general-purpose software that is proposed for each of the following categories of processors:

Workstations  
Servers  
Desktop  
Laptop  
Other

The narrative that is submitted in support of the list should provide the Evaluation Committee with a clear indication of the number and type of general-purpose software products that are proposed.

Offerors may propose and provide a wide range of the technical services including installation, training and technical support.

Workstations

Servers  
Desktop  
Laptop  
Other

The narrative that is submitted in support of the list should provide the Evaluation Committee with a clear indication of the number and type of technical support services that are proposed.

5. Primary Account Representative

Offerors must identify by name and location both the proposed primary account representative and the marketing supervisor who will be responsible for the performance of the agreement. A resume must be provided for each named individual.

6. References

Offerors must submit three (3) references for current or previous states or other larger governmental (not federal) entities that have or are currently receiving similar products and services to those proposed by the offeror for this procurement. Each reference must include the name of the contact person, address, telephone number and description of products and services provided.

7. Rollout and Marketing Plan

Offerors must submit a thorough rollout plan as part of the proposal. At a minimum, the plan must include a description of the rollout materials, a description of the methodology (mailings, meetings, seminars, press releases, personal contacts), proposed dates and location of activities and Gantt chart including tasks to be performed and the time frame for the completion of each task.

Offerors are encouraged to describe how additional marketing will be performed after the initial rollout has been completed. Offerors are encouraged to include sample rollout and marketing materials with their proposals. Offerors are reminded that the agreements may be used by every governmental entity, public school and university within a WSCA state. The initial objective will be to have as many of the WSCA directors as possible endorse the price agreement for use by procuring agencies within the director's state. The Procurement Manager has been informed that the State of California will not be able to participate, at least not initially. Public schools and local public bodies within the State of California may be able to participate by completing individual participating addendums.

8. Pricing Level and Guarantee

Offerors must submit with their proposal a narrative that describes the baseline (published) pricing and the initial pricing level discount that is proposed, by product class or category in the ESS. The response to this specification is expected to be in the form of a percentage discount from a published, base line price listing. Offerors must describe the base line pricing and provide information where the baseline pricing may be accessed and verified.

The Evaluation Committee will be evaluating both the proposed initial and potential levels of discount that may be achieved. Offerors may provide additional volume based pricing for consideration. For example, offerors may propose an increase in price discounts from the baseline pricing for volumes greater than "X" million of dollars in purchases in a given calendar year or cumulative based discounts at given levels, \$50 million, \$100 million, etc. *The response to this specification paragraph may be stamped "proprietary" or " confidential" and it will not be disclosed.*

9. Oral Presentation and Demonstration

If selected as a finalist, offerors agree to provide the Evaluation Committee to the opportunity to meet with and question the proposed primary account representative at the oral presentation. The proposed primary account manager is expected to conduct the presentation. Offerors will be required to demonstrate their Internet based reporting and electronic commerce capabilities to the Evaluation Committee. A statement that the offeror agrees to this specification is required.

10. Equipment and Services Schedule

Offerors must submit with their proposals a complete Equipment and Services Schedule including all the products and services offered for both the government and education procuring agencies at the initial pricing level stated in response to the previous specification.

The ESS may be submitted in Microsoft Word or Excel format on 3.5inch diskettes or an Internet URL may be provided where the ESS may be accessed.

11. Revised Price Agreement on Diskette

Offerors must submit with their proposal one 3.5" diskette that contains the proposed revised price agreement terms and conditions. The revised document

shall be in Microsoft Word format with the changes highlighted.

12. Cost

Offerors must complete the Pricing Configuration Form(s) found in appendix C and submit them with their proposal. Offerors must, at a minimum, complete the desktop computer (Pricing Configuration Form Two) using the proposed ESS prices. If an offeror is proposing servers and laptop units, the corresponding pricing forms must be completed and submitted as well.

For the purpose of preparing the proposal, offerors are to assume that *proposed* equipment configurations are delivered to and serviced in Santa Fe, New Mexico.

*The configuration pricing shall be single unit, non-educational pricing.*